



UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF INDIANA  
HAMMOND DIVISION

**Date:** May 27, 2014

Announcement No. 2014-02

## **NOTICE OF VACANCY**

**Position Title:** Case Administrator I / II

**Position Type:** Full Time Year and a Day Appointment, temporary to permanent, depending on work performance

**Number of Vacancies:** 2

**Grade Range:** CL 24 with promotion potential to CL 25 without further competition.

**Salary Range:** \$38,029 - \$68,278, depending on qualifications

**Closing Date:** June 6, 2014

**Position Overview:** This position is located in the Bankruptcy Clerk's Office and reports to the Operations Supervisor. The Case Administrator manages the flow of bankruptcy cases and related adversary proceedings from opening to closing by processing incoming documents; maintaining official case files, dockets and other records; monitoring the completion of the required procedural steps; verifying the accuracy of documents filed using the Case Management Electronic Case Filing (CM/ECF) docketing system; and performing noticing, administrative, and clerical functions. Representative duties include but are not limited to the following:

- Verifies accuracy of electronically-filed cases and documents
- Opens cases upon receipt of initiating documents filed in paper
- Dockets all documents filed in paper
- Receives and reviews incoming documents to determine conformity with appropriate rules, practices and court requirements
- Scans case related documents, as necessary
- Collects appropriate fees
- Furnishes information to a wide variety of internal and external customers
- Manages caseload to ensure timely processing
- Processes conversions of cases between chapters
- Maintains the matrix mailing system
- Maintains the claims register
- Prepares and processes notices for electronic or hard copy mailing

- Prepares form judgments and orders for judge's signature
- Reviews cases for discharge and closing
- Assists with answering telephone, waiting on customers at the intake counter, and opening mail
- Advises attorneys on proper electronic filing procedures, as needed

**Qualifications:** Applicants must be a high school graduate or equivalent and must have two years of general experience and one year of specialized experience. General experience consists of progressively responsible administrative experience which provided a good knowledge of office clerical practices such as filing, telephone usage, and strong keyboarding skills. Specialized experience consists of progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directive, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations. Applicants should be able to work independently in a team-oriented environment. Applicants should exercise good oral and written communication skills. Proficiency in word processing, web-based environments, Adobe Acrobat, and data entry are required. Previous Bankruptcy and CM/ECF experience is preferred.

**Education:** College or vocational education may be substituted for general experience.

**Employee Benefits:** The United States Bankruptcy Court is not included in the government's Civil Service classification system; however, the same benefits apply to court employees. These benefits include:

- 13 days paid vacation per year (first three years)
- 20 days paid vacation per year (after three years)
- 26 days paid vacation per year (after fifteen years)
- 13 days paid sick leave per year
- 10 paid holidays
- Medical coverage from a wide variety of plans
- Life insurance
- Long-term disability insurance
- Long-term care insurance
- Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses)
- Federal Employees Retirement System (FERS)

**Application Procedures:** Send cover letter, resume, and AO78 (Application for Judicial Branch Employment) to:

United States Bankruptcy Court  
ATTENTION: Human Resources Manager  
401 S. Michigan St.  
South Bend, IN 46601

Or via Email: [HR@innb.uscourts.gov](mailto:HR@innb.uscourts.gov)

**Information for Applicants:** The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position in more than one location within the district as described herein. The Court requires employees to adhere to a Code of Conduct which is available to applicants for review upon request.

***THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER***

***EMPLOYEES WILL BE HIRED PROVISIONALLY PENDING THE  
RESULTS OF A BACKGROUND INVESTIGATION***

***THE UNITED STATES BANKRUPTCY COURT IS AN  
EQUAL OPPORTUNITY EMPLOYER***